Standard: *P/TAS Meeting Agenda (Generic)*	
Issue Date: December 1, 2000	**Standard ID** *S-GP-131*
Supersedes: *May 5, 2000*	**Rev/Change 2.1**

1. **Purpose:** To provide a generic meeting agenda format.

2. **Creating Procedures:**
    Holding P/TAS Meetings

3. **Contents:**
    Mandatory meeting details and suggested content for the agenda is included in the format on the following page.

4. **Format**
    Following Page

5. **Notes:**

    In order to hold effective meetings, an agenda will be provided to the participants NLT 1 day before the meeting. The invitation to the meeting will include the date, location, purpose, and any additional instructions necessary for the participants.

P/TAS Meeting Agenda

Meeting Date and Time . _____ .

Meeting Location . _____ .

Meeting Purpose: . _____ .

Agenda:

?? Work Accomplished

?? Status of Existing Action Items

?? Status of Tasks

?? Items Delivered

?? Schedule

?? Cost

?? Status of Existing Risks

?? Problems, Issues, and Insights

?? Configuration Management

?? Quality Assurance

?? Customer

?? Subcontractor Issues

?? Administrative Announcements

?? Planned Tasks

?? Review of Action Items Assigned during Meeting

?? Additional Instructions